## December 15, 1947

NEWGRANIAN TO CHIEF. PRESCREED BRANCK

SUBJECT: Adjustment of

25X1A6a	
25X1A6a	į
OlAhah1	

25X1A6a

1. After personal inspection of the operations of the the Chief. has determined that the folume of monitoring FOIAb3b1 coverage maintained at this manual has so increased since positions of 25X1A6a the current table of organization were requested in October, 1946, that the following adjustments are required:

25X1A6a

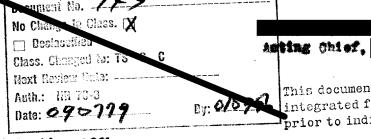
- a. Addition of one Engineer, P-3, to make a total of four in this grade. The person operates twenty-four hours per day, seven days per week, and present volume and distribution of coverage require that technical personnel on each of the twenty-one shifts per week be under the supervision of a professional engineer. A total of four engineers, P-5, is adequate, with engineer, P-4, covering the odd shift and leaves of absence.
- b. Addition of two editors, CAT-9, to make a total of three in this grade. Present distribution of editorial work-load requires an assistant to the editor-in-charge on each of the two night shifts. Three editors at CAP-9 will cover adequately the fourteen shifts per week, with elight rubber for beaves of absence.
- c. Change of grade of one teletypist, CAF-S, to CAF-4. It may be desirable at a future date to fill one of the CAF-4 positions at a lower grade to provide training in the responsibilities of the CAF-4 grade; but the competence of the present incumbent of the CAP-S position and the operational work-load are such that she performs in rotation the same duties as the operators at grade four; and it is an injustice to be unable to promote her.

25X1A6a

3. It is therefore requested that these three adjustments of the T/O be effected.

25X1A9a FOIAb3b1ex E: har

00/75



This document part of classified integrated file. NAME CHECK required prior to individual classification action.

Table of Organization

ec: Administrative Office